

# AMAR NATH CHATTERJEE

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## OBJECTIVE

In quest of a fulfilling and challenging career, where I can improve the quality of my knowledge, expertise and skills, and also to groom myself into a qualified professional working in the best organizations and environments.

## EXPERIENCE

### • Bandhan Bank Ltd

17-06-2021 – Till date

#### **Manager - Procurement**

- To ensure accurate projection is made at the beginning of the FY so cost budgeting is proper.
- Ensure the accurate, cost efficient and timely delivery of procurement requirement
- Resolve the material disputes with the vendors and monitoring the supply the proper materials without involving any additional cost.
- Supervise stock and staff management at Logistics Warehouse, ensures proper delivery & supply for the upcoming as well as the placed field requisitions,
- PO Preparation with ensuring that the financial approvals are obtained on as per requirement and the materials are delivered on schedule,
- To ensure timely payment of supplier bills & GRN process timely
- Preparation of MIS & PO details for avoiding error.
- Monthly stock audit to avoid deviation in stock and acquiring knowledge of the new products launched and improvements in existing process.
- Co-ordination with different departments for the required requisitions on daily and monthly basis.

### **Bandhan Bank Ltd**

2018 – 2021

#### **Deputy Manager - Finance and Accounts**

- To monitor rent payment section on behalf of the organization.
- Supervise of Rent payment to all Bank branches and portion of BU. Ensure and accurate to payment monthly to every landlords.
- Payment should maintain register deed and sufficient documents and pre seeding and succeeding clause wise.
- Checking DoP and proper approval.
- Monitoring the expiry deed list and report.
- Co-ordinate with branches and BU's and resolved the issues.
- Facing Internal and Statutory Audit and their requirements.

### • Bandhan Bank Ltd

01-10-2015 - 2018

#### **Assistant Manager – Finance and Accounts**

- Payment of different types of expenses.
- DoP maintaining and properly checking of PO.
- Checking thoroughly Invoices before payment avoiding double payment. MIS of monthly payment details
- Create monthly provisions to proper accounting. Maintaining TDS, TCS and GST sheet party wise. Co-ordinate with different departments.
- Statutory and Internal audit related work
- Proper Filing for future uses.

- ♦ **Super Forgings & Steels Ltd**  
01-04-2013 - 30-09-2015  
**Assistant Accountant – Finance and Accounts**
  - All Accounting entries
  - Preparation of Balance Sheet
  - Preparation of Trail Balance & merger of branch TB
  - Maintaining Purchase, Sales & Journal Register
  - B.R.S
  - Petty Cash Maintaining
  - Pay Rolls & Salary Sheet maintaining
  - Sales Invoice generate and co-ordinate with vendors
  - Co-operate with Internal and Statutory Auditors and their requirements. Assist to prepare ESI and PF sheet.
- ♦ **Tuobro Furguson (India) Pvt. Ltd.**  
01-04-2011 - 31-03-2013  
**Assistant Accountant – Finance and Accounts**
  - Voucher maintaining,
  - Accounting Entries,
  - Purchase & Sales Register maintain Sales
  - Invoices, B.R.S
  - Assistance to P.F. & E.S.I., VAT & TAX related work..
  - Salary Sheet,
  - Credit & Debit Note creation
- ♦ **P.K.C & Company**  
21-06-2009 - 31-03-2011  
**Junior Accountant – Finance and Accounts**
  - Creating Audit Notes,
  - Auditing,
  - Tax Computation, E-filing,
  - Tax Computation of different clients.
  - Petty cash Voucher & Minutes Book Maintaining,
  - Accounting Entry, BRS, Stock Register Maintaining and Challan

## EDUCATION

- ♦ **Calcutta University**  
BCom (Hons) in the year of 2004
- ♦ **West Bengal Council of Higher Education**  
Higher Secondary Examination in the year of 2001
- ♦ **West Bengal Board of Secondary Education**  
Madhyamik in the year of 1999

## SKILLS

- ♦ Comprehensive problem solving abilities, Ability to deal with people diplomatically, Willingness to learn, Team facilitator. Familiar with SAP

## Hobbies

- ♦ Reading books, Listening Songs

Date:  
Place :

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Signature